



## **CENTRAL ARIZONA VALLEY INSTITUTE OF TECHNOLOGY**

1789 W. Coolidge Avenue ~ Coolidge, AZ 85128

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[www.cavitschools.org](http://www.cavitschools.org)

# **2023-2024 Student Handbook**

**Date of Publication – May 3, 2023**

## **MISSION STATEMENT**

The Central Arizona Valley Institute of Technology provides Career and Technology Education opportunities for students to become members of a competitive workforce.

## **VISION STATEMENT**

Education with a Purpose

## **SCHOOL HOURS**

6:30a.m. – 3:00p.m.

## **A MESSAGE FROM THE SUPERINTENDENT**

Welcome to CAVIT! We are a public-school district dedicated to providing students innovative Career and Technical Education (CTE) programs. The entire staff, faculty, and administration are looking forward to seeing you, our returning students, and our new incoming students. The fact that you are enrolled at CAVIT means you are preparing for an occupation or field of work. This is an important start for you in preparing to earn a living. During your time here, you need to develop the knowledge, skills, work habits, attitudes, and personality traits that will enable you to secure employment and be successful in your chosen occupation. Our staff stands ready to assist you in any way they can. Our teachers have all had successful work experience in the occupations they are teaching and will share this information and experience with you. We hope you will work closely with your instructor and help him/her to help you. Our staff is proud of the facilities and up-to-date equipment that we have here at CAVIT.

We try to have a minimum of rules here. However, if we are to have an excellent learning environment, we must have some regulations and responsibilities for everyone. This handbook outlines student responsibilities and the school operating policies. If you have any questions, feel free to contact your teacher or the front office staff. We sincerely hope that you have a successful school year.

*Mr. Mike Glover, Superintendent*

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### ADMINISTRATION OFFICE DIRECTORY

Attendance Office – (520) 423-1944  
Counselor's Office – (520) 426-4934

Assistant Principal's Office – (520) 316-4369  
Superintendent's Office – (520) 423-2991

### GOVERNING BOARD

Mr. Marty Baca, Representing Coolidge  
Ms. Mary Duarte, Representing Eloy  
Ms. Alma Farrell, Representing Maricopa  
Ms. Linda Good, Representing Casa Grande  
Mr. Steven Johnson, Representing Florence

The Governing Board of CAVIT convenes the first Wednesday of each month for its regular meetings. Meetings are held at 10:00a.m. in the multipurpose room.

### INTRODUCTION

On November 7, 2000, voters in five school districts – Casa Grande Union High School, Coolidge Unified, Florence Unified, Maricopa Unified and Santa Cruz Valley Union High School – approved the taxation necessary to form a Career Technology Education District (CTED). CAVIT has built, in partnership with the City of Coolidge, the second comprehensive CTED in the state of Arizona and the first in Pinal County. CAVIT students take their academic subjects at their home schools and are then transported by their schools to CAVIT.

Currently, fourteen programs are available: Automated Industrial Technology, Behavioral Health, Dental Science, Drone Technology, Fire Science, Hairstyling, Law Enforcement, Massage Therapy, Medical Science, Patient Care, Physical Therapy, Pharmacy Science, Veterinary Science, and Welding Technology. One-Year Programs include: Behavioral Health, Dental Science, Drone Technology, Law Enforcement, and Patient Care. Second-Year Programs include: Automated Industrial Technology, Fire Science, Hairstyling, Massage Therapy, Medical Science, Physical Therapy, Pharmacy Science, Veterinary Science, and Welding Technology.

## **WHAT IS CAREER AND TECHNICAL EDUCATION?**

Career and Technical Education (CTE) is an instructional delivery system that gives students a well-rounded learning experience. A student enrolled in a CTE course will be taught in the classroom, given laboratory instruction, and work-based learning. Students are also taught personal and leadership development through Career and Technical Student Organizations (CTSOs).

## **CAVIT PARTICIPATING SCHOOL DISTRICTS**

CAVIT partners with the following school districts in Pinal County: American Leadership Academy, Casa Grande Union High School District, Coolidge Unified School District, Florence Unified School District, Home School, Imagine Prep School, Maricopa Unified School District, Mission Heights Preparatory High School, Online, PPEP-Tec School, Primavera, Ridgeview Preparatory, Santa Cruz Valley Union High School District, Sequoia Pathways School, and Villa Oasis School.

## **PARENTAL INVOLVEMENT IN REVIEWING EDUCATIONAL MATERIALS**

CAVIT classroom textbooks are on display for public viewing and input for 45 days prior to governing board approval. Parents may contact the Superintendent at any time to view learning materials or activities.

## **ELIGIBILITY FOR ENROLLMENT IN CAVIT CENTRAL PROGRAMS**

CAVIT programs have entrance requirements due to specific industry certification. High school students residing in the CAVIT boundaries and attending school in member districts, or charter, private, online, or home schools are eligible to participate in CAVIT Central Programs. Upon graduation from high school, participating students can attend CAVIT up to the age of 21.

## **PURPOSE OF THIS HANDBOOK**

In addition to outlining student rights, this handbook contains most of the rules, regulations, and expectations governing student behavior and conduct at CAVIT. All information provided in the Handbook is based on CAVIT Governing Board approved policies. Complete policies are available at the District Office.

CAVIT strives for high standards of scholarship and conduct. To maintain these standards, CAVIT must provide the best possible atmosphere for learning. There should be unity of spirit, teamwork, and cooperation. The welfare of the entire student body is of the greatest concern, not the welfare of a particular group. You, as a student, should have a positive and cooperative attitude and strive to make CAVIT the best from which to receive career and technical education training.

The 2023-2024 CAVIT Student Handbook was approved at the May 3, 2023 Board meeting.

## **CLASS SCHEDULES**

Morning 1st Session: 7:00 - 9:00am  
Mid-Morning 2<sup>nd</sup> Session: 9:30 - 11:30am  
Afternoon 3<sup>rd</sup> Session: 12:30 - 2:30pm

When you arrive at CAVIT, you must already be dressed in your uniform and go directly to your class to check in. There are no provisions to change clothes on CAVIT's campus. You are expected to stay in your classroom until class ends. Visiting with students in other classes and/or going to the parking lot are not allowed. If for any reason you need to leave, request permission from your teacher and check out at the front office prior to leaving the campus. It is very important that the school know where students are during the time that they are assigned to CAVIT.

## **SCHOOL HOLIDAYS/TEACHER IN-SERVICE DAYS**

Because students who attend CAVIT come from multiple school districts, CAVIT students are expected to follow the CAVIT calendar which may differ from their home school. CAVIT maintains high expectations for attendance. Students must attend school every CAVIT attendance day.

- September 4, 2023-Labor Day
- September 25-October 6, 2023-Fall Break
- October 9-Teacher Inservice No School
- November 10, 2023-Veteran's Day
- November 22-24, 2023-Thanksgiving Break
- December 18, 2023-Janary 1, 2024--Winter Break
- January 2, 2024-Teacher Inservice No School
- January 15, 2024-Martin Luther King, Jr. Day
- February 19, 2024-President's Day
- March 11-22, 2024-Spring Break
- March 29, 2024-Good Friday
- May 23, 2024-Last Day of Classes

## **STUDENT RIGHTS**

### **TAX CREDIT INFORMATION**

Tax Credit is a portion of state income tax that may be paid directly to CAVIT rather than to the Arizona Department of Revenue. In turn, CAVIT is bound to spend the tax credit monies for extra-curricular student activities, of your choosing. Tax credit for single taxpayers or heads of households cannot exceed \$200; for married taxpayers that file a joint return the tax credit cannot exceed \$400. If married, taxpayers file separate returns, each spouse may claim one-half of the credit that would have been allowed on a joint return. School Tax Credit is available to individuals only. Visit the District Office to complete the process. Additional information can be found at [www.cavitschools.org](http://www.cavitschools.org).

## **TUITION**

Graduated adults under the age of 21 who did not participate in CAVIT while in high school will be charged a \$2,800 yearly tuition fee that is payable in full one (1) week prior to the start of the school year. Tuition is non-refundable on Day 1 of class.

## ELIGIBILITY FOR ENROLLMENT IN CAVIT PROGRAMS

High school students residing in the CAVIT boundaries and attending school in member districts, or charter, private, or home schools are eligible to participate in a CAVIT program.

CAVIT does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission to its programs, services, or activities. CAVIT does not discriminate in enrollment or access to any of the programs available. CAVIT does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans Disabilities Act of 1990. For information regarding discrimination, grievance or complaint procedures, contact Mr. Mike Glover, Superintendent, at (520) 423-1944.

## FERPA RIGHTS AND POLICY NOTICE

1. The right to be treated with respect and courtesy.
2. The right to be safe from bodily injury in the buildings, on the school grounds, and at school sponsored activities.
3. The right to use school books, materials, and equipment, which are in good condition.
4. The right to study and learn in an environment, which is neat, clean, and quiet.
5. The right to obtain the best possible education.
6. The right to learn in a drug and weapon free environment.

The Family Educational Rights and Privacy Act (FERPA) is a federal law which was enacted in order to protect students' education records at all schools that receive funds under a program of the US Department of Education. Listed below is a summary of this law.

### Rights of the Student or Parent

FERPA gives a student's parents certain rights over the student's education records until the student reaches the age of 18 or attends a school beyond the high school level. At that time, the rights are transferred from the parents to the eligible student. These rights enable the eligible student or parents to do the following:

- Inspect and review the student's education records maintained by the school. If the student and parents are unable to review the records at the school, they can request copies from the school (and may be charged a fee for them).
- Request that a school correct the student's records if they believe they are incorrect or misleading. If the school chooses not to update the student's records, the student or parent has a right to a formal hearing. If, after the hearing, the school still decides not to modify the student's records, the parent or student can include a statement in the records which contests the information.

### When a School Does Not Need Written Consent

Generally, a school must have written permission from the parent or student before releasing any information from the student's records. Schools can, however, disclose the student's records without the student's or parent's consent to any of the following parties or under any of the following conditions:

- School officials with legitimate educational interest
- Other schools to which the student is transferring
- Specified officials for audit or evaluation
- Organizations which are conducting studies for, or on behalf of, the school

- Accrediting organizations
- In order to comply with a judicial order or a lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

#### Disclosure of Directory Information

Schools do not need consent to disclosure "directory" information, such as the student's name, address, telephone number, date of birth, honors and awards, and dates of attendance. Schools must, however, tell parents and the student about the directory information and give them a reasonable amount of time to request that the directory information not be disclosed. Parents may request to opt out of the directory information by calling the front office at (520) 423-1944.

#### Annual Notification of Rights

Each year, schools are required to notify the student and parents of their rights under FERPA. CAVIT provides notification in the Student Handbook.

## **CHANGE OF ADDRESS AND TELEPHONE NUMBER**

It is very important that all students notify the attendance office (520) 423-1944 immediately of any change of address or telephone number. Every student must have valid, up-to-date contact information on file.

## **ACCESS TO THE INTERNET, TELECOMMUNICATIONS, AND NETWORKED INFORMATION RESOURCES**

The district computer network and other technology is provided for students in support of learning, research and the educational goals of the District. Access to network services is given to students who agree to act in a considerate and responsible manner. Signatures are required from both parent and student on the Student Technology User Agreement form.

Anyone who misuses, abuses, or chooses not to follow the computer and other technology guidelines and procedures will be denied access and may be subject to disciplinary action. Parents will be notified immediately. CAVIT does not assume liability for information retrieved via computers and other technology, nor does it assume any liability for any information lost, damaged or unavailable due to technical or other difficulties.

## **PROCEDURE FOR NOTIFICATION OF SCHOOL CLOSING IN EVENT OF INCLEMENT WEATHER OR OTHER EMERGENCY**

If the Superintendent decides to cancel classes for the day due to an emergency, students' home school and police will be notified and asked to assist in disseminating the information. An electronic message via email and text will be sent out to parents. Should an event arise necessitating the need for parents to pick up their child, school personnel will direct parents to the off-site location in which to accomplish this task.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. (Complaint forms can be obtained from the Superintendent's office.) Maintaining confidentiality to the extent reasonably possible, the Superintendent shall investigate and make a determination and/or recommendation as soon as possible.

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

Procedures have been established whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

Complaints/grievances shall be made directly to the Superintendent within 30 days of the time the student knew or should have known that their grounds for the complaint/grievance. Students can obtain a compliant form from the Superintendent's Office.

## **PARENT INVOLVEMENT POLICY**

CAVIT welcomes parental involvement in their student's education. Cooperation between parents and school staff in areas such as homework, attendance, and discipline is extremely important to a child's academic success. Parents are encouraged to learn about the career and technology education program for their student and review the learning materials. Should there be an objection to any activity or learning material on the basis that is harmful, procedures have been established for parents to seek alternative accommodation. *Objection to learning material or an activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion.*

## **CRISIS/EMERGENCY PLAN**

CAVIT has an emergency/crisis plan to respond to unforeseen events. The plan includes responses to a variety of scenarios along with lockdown and evacuation procedures. In addition, the plan is updated annually by the school and followed up with training for staff members. CAVIT's emergency plan is available for review upon request to the superintendent.

## **REPORTING CHILD ABUSE**

By state law, school employees must report suspected cases of child abuse to Child Protective Services and local law enforcement agencies. Individuals required to report suspected abuse are protected by state law from civil or criminal liability. The Superintendent serves as the school's coordinator for processing suspected cases of child abuse.

## **INTERVIEWS WITH LAW ENFORCEMENT OFFICERS**

In cases where students are interviewed for criminal investigations by law enforcement officers, the superintendent shall make reasonable efforts to notify the student's parent of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation. If the law enforcement officer refuses to allow notification prior to the student interview, either the officer or a school representative will notify the student's parent within a reasonable amount of time after the interview. If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. A school representative will make reasonable efforts to notify the parent when a student is arrested or taken into temporary custody.

## INSURANCE

Insurance is available for all students who wish to pay for the policy. Further information may be obtained from any home school's main office.

## BUSES

The students' sending school district provides bus transportation. Refer any concerns or questions on busing to the transportation office of your home school district. Riding the school bus is a privilege extended to students. This privilege can be removed at any time for disruptive and/or unsatisfactory conduct. All riders are under the authority of the bus driver and sending district rules apply. Disciplinary issues occurring on home school buses or vans will be referred to the associated school district for investigation.

## ACADEMIC INFORMATION

### GRADES

**"A" Grade ~ Exceeds skill requirements ~ 90-100%**

**"B" Grade ~ Meets and often exceeds skill requirements ~ 80-89%**

**"C" Grade ~ Meets minimum skills requirements ~ 70-79%**

**"F" Grade ~ Failure ~ 69-0%**

***Students must obtain an "A", "B", or "C" grade each semester in order to continue in the CAVIT program. Students receiving a "F" (Failing), or "NC" (No Credit for excessive absences) grade will not be eligible to continue at CAVIT the following semester. CAVIT does not award credit for "D" grade.***

## PROGRESS REPORTS

Written reports to the parents concerning student achievement will be mailed to student homes every six (6) weeks and additional written reports will be made when necessary concerning academic progress and discipline of students.

## SCHOOL PUBLICATION

CAVIT Newsletter – Administrative publication e-mailed out quarterly to parents and placed on the school's website for all stakeholders to read.

## ACHIEVEMENT HONORS

National Technical Honor Society (NTHS) – The National Technical Honor Society provides recognition of students who achieved standards in academics, leadership, service, and character. Eligible second year students who have met the requirements will receive membership into NTHS in August, 2023. Eligible first year students who have met the requirements will receive membership into NTHS in April, 2024. CAVIT has established the following standards for membership:

- An "A" grade in both Fundamentals and Skills gradebook for Fall, 2022 and Spring, 2023 for second year students. An "A" grade in both Fundamentals and Skills gradebook for Fall, 2023 and Quarter Three, 2024 for first year students.
- To remain in good standing in CAVIT's NTHS Chapter and receive all membership privileges and associated recognitions, students must maintain an "A" averaged grade in both Fundamentals and Skills gradebook.
- Active participation in HOSA, NTHS, and SkillsUSA local, regional and state activities.



Superintendent's Honor Roll – Awarded quarterly to students with an “A” grade in both Fundamentals and Skills gradebook.

Program Completion Ceremony – The CAVIT Program Completion Ceremony is scheduled before students complete their programs; the reason is to avoid conflicts with end of year celebrations, banquets and graduation ceremonies at students' home schools. Because we schedule our completion ceremony ahead of program completion, we ask students to be very mindful of ongoing assignments and attendance requirements to enable them to finish their programs successfully. A student's inclusion and participation in the CAVIT Program Completion Ceremony does not indicate program requirements have been met.

Certificate of Program Completion – Each student successfully completing a program at CAVIT will be eligible to receive a Certificate of Program Completion in the field of his/her training.

President's Excellence Award – Awarded to students at the completion ceremony who earn an “A” grade in Fundamentals and Skills gradebook all semesters. Recognized students must demonstrate high motivation, initiative, integrity, leadership qualities, and exceptional judgement.

## **CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)**

CTSOs are leadership organizations that help students make a personal connection to, and see the relevance in their Career and Technical Education program. CTSOs are an extension of the classroom, and thus enhance and provide educational experiences for students in leadership, teamwork, citizenship and character development. Instructors will give students specific information and timelines about participating in a CTSO linked with a particular program.

- HOSA (Health Occupations Students of America) - Promotes careers in health care, medical science, and health technology pathways. Allied Health and Veterinary Assistant programs are included in HOSA.
- SkillsUSA – Promotes skill and leadership development in trade and industrial career pathways. Advanced Industrial Technology, Drone Technology, Fire Science, Hairstyling, Law Enforcement, and Welding Technology are included in SkillsUSA.

CAVIT has established a fine tradition of participation and achievement at regional, state, and national levels. You are encouraged to get involved and make whatever contributions you can. The chapter will provide you with the opportunity for personal and social development, leadership training, and job skill development.

## **CAREER DEVELOPMENT**

Career development can help students find a “purpose” for their education. Career development can assist students in making the vital connection between what they do in school and what they will do later in life. It is our purpose and intent to help students identify strengths and areas of interest, learn to set goals, plan and prepare for a lifetime of successful learning, earning, and living.

CAVIT students may have opportunities to do the following:

- Develop a better understanding of the career paths associated with an industry.
- Obtain certification in a particular field of interest.
- “Try on” careers through work-based learning (job shadowing and internships).
- Create a professional resume aligned with career goals.
- Participate in CTSOs (Career and Technical Student Organizations) to further skill acquisition, personal, and leadership development.

## ATTENDANCE

### PROCEDURE TO CHECK A STUDENT OUT OF SCHOOL OR AUTHORIZING ANOTHER TO TAKE STUDENT OUT OF CLASS/SCHOOL

No student will be removed from school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parents or by a person who has legal custody of the student. Only those person/s whose names have been identified by the student's parents/guardians will be allowed to remove a student.

### ATTENDANCE REQUIREMENTS

CAVIT's mission is to prepare students for competitive employment. Therefore, it is extremely important that CAVIT policy reflects the values and needs of our local employers, who overwhelmingly agree that attendance and punctuality are two of the most important qualities that we can teach our students. In an effort to meet this challenge, CAVIT uses the following policy:

Students who are absent more than 9 instructional days, during a given semester, will lose credit in their CAVIT class. On the 10<sup>th</sup> absence, the computer will replace the grade with an "NC" for No Credit. Once a student has lost credit, he or she must still attend the class.

The following absence types are noted as excused and are not applied towards No Credit (NC):

- Home School Related
- Court Document Provided
- Medical Document Provided
- Out-of-School Suspension
- Bereavement

Documentation must be provided within 48 hours of a student's return to class. Parents are still required to call the front office and provide notes to explain absences. Such absences WILL be counted against the student's attendance record.

#### **10 Absences per semester = NO CREDIT for the CAVIT class!**

Students will be dropped from enrollment following 10 consecutive absences.

Every effort is made by the office personnel to contact parents after an undocumented, unexcused absence.

3<sup>RD</sup> Unexcused Absence-To prevent students from unknowingly losing credit, the Attendance Secretary will send a letter home at the third (3<sup>rd</sup>) unexcused absence. It will state that if the student attains seven (7) more unexcused absences, the student will lose credit.

5<sup>th</sup> Unexcused Absence-To prevent students from unknowingly losing credit, the Attendance Secretary will send a letter home at the fifth (5<sup>th</sup>) unexcused absence. It will state that if the student attains five (5) more unexcused absences, the student will lose credit.

7<sup>th</sup> Unexcused Absence-To prevent students from unknowingly losing credit, the Attendance Secretary will send a letter home at the seventh (7<sup>th</sup>) unexcused absence. It will state that if the student attains three (3) more unexcused absences, the student will lose credit.

10<sup>th</sup> Unexcused Absence-At the tenth (10<sup>th</sup>) unexcused absence, a letter will be sent home stating that the student has exceeded the absence guidelines and will receive a NC (No Credit) grade for the semester.

Pre-Arranged Absences: are absences arranged in advance. The student must obtain a form from the Attendance Office at least two days in advance of the absence. A note from the parent stating the nature of the absence, the days (dates) the student will be absent and bearing the parent's signature shall be attached to the form. The form and the note will be carried to the teacher for his/her initials. The student must turn the form into the Attendance Office after the teacher has initialed it at least one day in advance of the absence. The teacher will stipulate work to the student and the student is to complete and turn the work in before leaving on the pre-arranged absence. The teacher may allow tests to be taken or special projects to be complete after the student returns.

## **TARDIES**

Parents may not call the attendance office to excuse a tardy. Students arriving late must check in at the front office and receive a pass to class. Students will be considered tardy if they are not in the classroom when the bell rings. Failure to be in class ten (10) minutes after the start of the class will constitute an unexcused absence.

<b><i>Students will not receive a certificate of program completion nor be eligible to sit for industry examinations if loss of credit is given.</i></b>
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## **ATTENDANCE LOSS OF CREDIT APPEAL**

Students who have exceeded the absence limit may be referred to an appeals committee for consideration of credit at the end of the semester. This will only occur if the student earns a passing grade in both Fundamentals and Skills gradebooks.

## **PROGRAM MAKE-UP POLICY AND LATE WORK**

The student is responsible for getting his/her own work. Students must contact their teacher upon return from absence to make arrangements for completing missing assignments. Check your teacher's syllabi for the make-up work policy in each class.

## **CHRONIC ILLNESS**

Student who have chronic illness and/or recurring illness must have a Chronic Illness Form completed, signed by a doctor, and on file in the Attendance Office. The completed and signed form is good for the current school year only. A new form is required for each school year; it cannot be carried forward from one year to the next. An approved Chronic Illness Form prevents the student from receiving No Credit if the absences are the result of the illness verified by the doctor to be chronic. Having a Chronic Illness Form does not excuse the student from class work and assignments.

## **TEXTBOOKS/SUPPLIES**

The District will provide required textbooks and related printed subject matter materials for the students at no cost. It is the student's responsibility to take care of his/her issued books. Since it is necessary to re-use the book several times, it follows that the books must have good care. Textbooks and materials must be kept clean and unmarked. If damage occurs to bindings, a rebinding fee will be charged. When the student receives his/her books, he/she should examine them for ink and pencil marks or other damaging, detracting conditions. This information should be shared with the teacher checking the textbook/materials out. Students and their parents will be held responsible for proper care of books and will need to pay for any damages caused to the District's property. Students and/or parents may obtain replacement cost information from the District if needed.

## **STUDENT ACTIVITIES PROGRAM**

### **FUND-RAISING ACTIVITIES**

Fund-raising and community service activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with HOSA, NTHS, or SkillsUSA and approved by the Superintendent.

### **STUDENT TRAVEL/FIELD TRIPS**

Once school operations resume to normal status, student travel and field trips will be reinstated. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians and all home school teachers. Transportation will be provided only by district or satellite school vehicles, driven by authorized personnel. Students are required to complete a grade check form and be passing all classes in order to participate in an activity outside of CAVIT class time. A separate grade check form is required for each activity.

All grade check forms must be submitted by teachers to the Superintendent no later than 5 school days before the scheduled activity in order to receive approval status to participate. Failure to meet this deadline, as well as, incomplete grade checks (lack of grade information, signature from each home school teacher, parent signatures, and insurance information) will not be processed. Students may not attach online printed grades in lieu of obtaining required grade information and teacher signatures. CAVIT will inform home schools of approved participating students so absences can be excused.

CAVIT encourages students to take pride in their attire as it relates to the school setting. Students will be provided program uniforms to wear daily to CAVIT classes. Students will be required to wear business professional attire when attending CTSO leadership events. Exceptions for special activities or health considerations may be pre-approved by the superintendent.

The following applies to all students within the District:

- No bandanas of any color, size or shape may be carried or displayed in any classroom or at any school activity.
- No sweatshirts, hoodies, sweaters, long sleeve tees, or shirts may be worn over and under an allied health scrub top.
- Blankets may not be worn.
- Hats may not be worn by students in buildings.
- For safety reasons, closed toe shoes must be worn at all times.

## **UNIFORM POLICY**

Each student will be provided with a uniform which is required to be worn daily to CAVIT. Students are to enter CAVIT's campus dressed in their uniform. Students will not be allowed to change clothes in restrooms nor provided loaner uniforms.

- Health Careers (Allied Health and Veterinary Assistant) – CAVIT will provide two sets of scrubs and one jacket. Students must provide solid white or solid black non-skid leather-like tennis shoes.
- Hairstyling – CAVIT will provide two sets of scrubs and one jacket CAVIT will provide apron and smock. Students must provide solid white or solid black non-skid leather like tennis shoes.
- Advanced Industrial Technology, Drone Technology, Fire Science, Law Enforcement and Welding Technology – CAVIT will provide program shirt and pants. Students must provide a plain leather black belt and black non-skid work boots.

## **DRESS CODE/UNIFORM POLICY ENFORCEMENT**

**Students will be graded daily on their CAVIT uniform. Graded criteria include the following:**

- Hair pulled away from the face and secured
- Clean, wrinkle free uniform
- Clean, appropriate shoes referenced above
- Nails short and groomed without polish
- No artificial nails
- Small earrings (if worn)

## **CONSEQUENCES FOR DRESS CODE/ UNIFORM POLICY VIOLATING UNIFORM POLICY**

Under safety and sanitary precautions, no loaner uniforms will be available in the front office. Teachers will monitor uniform compliance daily and assign points for adhering to the policy. Students not meeting uniform expectations will receive zero points for the day that will be entered in the Fundamentals gradebook.

## **STUDENT DRIVING AND PARKING ON CAMPUS**

Student parking is available on campus to those students who have registered their vehicle with the CAVIT District Office. Driving and parking on campus is a privilege. However, students must maintain a satisfactory discipline and academic record in order to retain this privilege. Vehicle registration forms can be picked up in the Superintendent's office. Students may not park in any staff, visitor, reserved space, or in a designated No Parking Area.

Parking a vehicle on campus entitles a designee of the Superintendent to search that vehicle upon reasonable suspicion that the search will reveal evidence of a violation of a school rule/regulation. Patrols of student parking areas and inspections may be conducted without notice, without student consent, and without a search warrant. Parking lots will not be patrolled and parking is at the student's own risk. The CAVIT District assumes no liability for damaged or vandalized vehicles. Vehicles may be towed away at student expense for failure to follow vehicle policy and procedures.

## **GENERAL RULES FOR DRIVING/PARKING**

1. Students must park in designated student areas and within lined parking spaces only.
2. Parking permits must be displayed in the front window at all times.
3. The speed limit on campus is 10 m.p.h.
4. Students must make a complete stop at all stop signs.
5. Students may not loiter in the parking areas or in vehicles.

## **STUDENT CONDUCT**

The CAVIT District is dedicated to building traditions of excellence in every CTE program. Every CAVIT student is asked to help contribute to this tradition. There are certain characteristics of an excellent school; these characteristics are presented throughout the student handbook. The broad principles that form the foundation for learning are based on the behaviors and attitudes students must demonstrate to become productive members of the modern workforce.

- Dependability: Be in school on time, every day
- Work Ethics: At all times, be honest, loyal, and work hard.
- People Skills: Be friendly, caring and helpful with visitors, teachers, and fellow students.
- Team-Work: Work with others to solve problems and get the job done. Be a leader and a follower.
- Communications: Read, write, speak, and listen well.
- Maturity: Be an adult and make a commitment to work.

## **EXPECTATIONS FOR CLASSROOM BEHAVIOR**

The classroom is certainly the most critical area of an educational institution, and teachers will insist that student behavior, attitude and participation in the classroom reflect the importance of the serious business of learning. More specifically, teachers will insist that you:

1. Arrive to class on time.
2. Be prepared for class with all materials necessary for class that day.
3. Be dressed in your program uniform at the beginning of class.
4. Be attentive to the task at hand until dismissed by the teacher.
5. Demonstrate care and consideration for school property and the property of others.

Each teacher will establish the rules and procedures for his/her classroom. This includes, but is not limited to individual classroom management plans, homework, etc. Students are expected to observe those rules and to respond promptly to the direction of your teacher.

## **ADMINISTRATION/STAFF RESPONSIBILITY AND REPORTING**

The administration is responsible for involving school staff in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school. Any teacher, administrator, board member, parent, staff member, or other person may report a violation of student disciplinary rules to an administrator. An investigation of the charges will be made, as deemed necessary and appropriate proceedings will be instituted.

## **CELL PHONES**

The use of cell phones, tablets, and other handheld electronic devices is allowed per district policy. It is the teacher's decision as to how these can be used for educational purposes during class time. The school and teacher are not responsible for loss or damage to student devices. Failure to follow classroom

directions is considered disruption of the school day, or failure to cooperate with school personnel, which may result in disciplinary consequences.

Student and parent cooperation is essential in an emergency situation and cell phone use will be restricted during such times until cleared by staff. This will enable the school to effectively communicate with students, parents, and proper authorities during the situation.

## **TELEPHONE**

In the case of an emergency, students may request permission to use the telephone in the office.

## **PESTICIDES**

Pesticide usage occurs on CAVIT's campus monthly for insects and three times a year for weeds. 24-hour notice will be posted in the front office for each occurrence.

## **GENERAL RULES OF CONDUCT**

Use of cameras, electronic games, iPods, and any other electrical device that rings or buzzes or otherwise causes a disruption or distraction is prohibited during regular school hours and will be confiscated by staff if heard or seen. The first time a device is taken, it will be confiscated for one (1) day. The second time it is confiscated, a parent/guardian must pick the device up from an administrator (or his/her designated personnel). Third and subsequent occurrences will bring one (1) day of out-of-school suspension, per occurrence. Laser pointers and permanent markers are not allowed on any campus, classrooms, or social functions.

Loitering on or near the campus is unlawful at anytime. This would be inclusive of special events, such as activities at other than regular hours. Arizona law provides that: "A person commits loitering if such person intentionally is present in or about a school, and after a reasonable request to leave and either does not have any reason or relationship involving custody of or responsibility for a pupil or students or students or any other specific legitimate reason for being there, or does not have written permission to be there from anyone authorized to grant permission."

Gum, candy, food or beverages are not allowed in classrooms. Gum chewing is not allowed on campus. Bottles of clear water with caps are the only beverage allowed on campus, in the classrooms, and on the CAVIT bus.

Student passes are the responsibility of the student and the teacher. A student MUST have a pass showing date, time, destination, and signature of his/her classroom teacher if out of the classroom during class time.

Unbecoming conduct displayed during the regular school day or while attending a school function, whether on campus or off, may result in the student being suspended, expelled, or banned from attending further events depending on the seriousness of the offense.

Behavior intended to intentionally intimidate or demean another person or group on the basis or racial or ethnic background has a uniquely destructive effect on the school climate, often eroding in insults or intimidation. A student who intimidates, provokes, threatens, bullies or uses physical force against another person may be suspended or expelled.

Address and telephone number(s) of where a student's parent(s) or guardian(s) can be contacted shall be provided by students to the attendance clerk. Any change of address or telephone number shall be reported during class time.

Interruptions to classes will not be allowed to deliver personal items or messages unless there is a true emergency. Parents are also reminded that students may not use their cell phones during class and therefore will not receive messages until their class is finished.

Care of school property – Each student is expected to take pride in the physical appearance of the school. No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property. Full or partial restitution to the District in accordance with law may be instituted for damages to District property.

Personal Transportation – Bicycles, rollerblades, skateboards, and motorized scooters are not allowed on campus.

Medication – School personnel are sometimes asked to administer medication to students during school hours. If there is a need to take routine medications while at CAVIT, the superintendent must be notified so an individual plan for administration can be put into place. Student may not carry or self-administer medication (including over-the-counter drugs) unless authorized by a parent/legal guardian, physician and the superintendent. Written authorization must be carried with the medication with the amount carried being limited to one day's dosage. Students may carry metered-dose inhalers if authorized in writing on a Release for Student to Carry Inhaler on Person Form by the parent/legal guardian and superintendent. CAVIT does not have a nurse on campus.

## **STUDENT RIGHTS**

All students shall be afforded due process to ensure the following rights:

- The rule/conduct violation will be explained.
- Student will have the right to respond to the charges, telling their side of the story.
- Students have the right to appeal the decision to the CAVIT Governing Board if they are to be suspended from school is for more than ten (10) days.

## **STUDENT SURVEYS**

In order to maintain and improve our high-quality programs and customer experience, CAVIT administers and retains student, parent, and client surveys through the school year, in a manner consistent with state and federal laws. Survey topics may include: student, parent, and client experience, student and parent registration survey, student assistant questionnaire, student technology survey, or student needs assessment. Acknowledgement of the student handbook serves as informed consent for participation.

## **STUDENT AND PARENT RESPONSIBILITY**

All the information for the maintenance of public order on school property will be publicized and explained to all students, and will be provided to parents as requested. The student is responsible for knowledge of this information. In order to promote the effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

## **VANDALISM/PROPERTY LOSS**

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. This includes all electronic devices.



## **SEARCH AND SEIZURE**

Students possess the right to privacy of person, as well as, the freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff.

A search of a student's person, bag or purse shall be undertaken only if there is a reasonable suspicion that the student possesses a dangerous, prohibited or illegal substance, or object or items that may interfere with school purposes and/or present a threat to people or property.

General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that something violates a law or school rule is on school property.

The search of school property may be made without the student being present. School employees may seize illegal items or other possessions determined to be a threat to the safety, security of others, or might possibly interfere with school purposes. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.

## **LIABILITY OF PARENTS**

Any student who cuts, defaces, or otherwise injures any school property may be suspended or expelled and upon complaint of the Governing Board, the parents/guardians of such students shall be liable for such damage.

## **VULGAR OR OBSCENE LANGUAGE**

Any person who uses vulgar, abusive or offensive language or gestures shall be guilty of disorderly conduct.

## **INSULTING A TEACHER OR DISTURBING SCHOOL**

A person who knowingly insults or abuses a teacher or other school employee on the school grounds or while the teacher is engaged in the performance of his/her duties is guilty of a Class 3 misdemeanor.

## **FIRE/CRISIS DRILLS**

State laws require periodic fire/crisis drills. In evacuations, students are to file out of the building in an orderly manner and stay in a group with their teachers. During lockdown drills, students are expected to follow teacher instruction and stay in the classroom. All drills and authentic crisis should be treated in the same manner. Cell phone usage is prohibited during an emergency situation until authorized by staff. This is done so that miscommunication will not negatively impact a situation.

## **DISTRICT DISCIPLINARY POLICY**

If a student violates any federal, state or local laws, as well as rules and guidelines established by the CAVIT District, certain consequences will follow. Depending upon the nature of the violation, student discipline shall be PROGRESSIVE. The specific consequences will be determined on the basis of severity and/or frequency of the offense.

Generally, a student's first violation should merit a lighter penalty than subsequent violations. Occasions of prior misconduct where a student has previously received discipline can be considered in subsequent student discipline proceedings to justify additional disciplinary consequences where it is established:

- The student has not benefited from prior and usually less severe disciplinary intervention, or
- The student is engaging in continued disruptive or disorderly behavior.

District employees or agents shall consider all other relevant factors in determining an appropriate penalty. The PERMISSIBLE PENALTIES may be imposed either alone or in combination.

Students come under the jurisdiction of the school at any time and any place that the students' actions have direct and immediate effect on school discipline or on the general safety and welfare of the students and the staff personnel. It should be understood, however, that the school does not intend to supervise or extend its authority beyond the limits of the District property, unless the students' actions do have a direct effect on the school.

Disciplinary issues occurring on home school buses or vans will be referred to the associated school district for investigation.

CAVIT will honor suspensions issued from the home school, as well as, request that home schools honor any suspensions issued by CAVIT.

All school rules and regulations are effective for any school-sponsored event of any kind, at any time or place, either on or off the school property. This includes while being a passenger in any school vehicle.

School property, for the purpose of supervision, includes an area 200 feet beyond the real-property line in all directions, and also any property leased by the school.

The superintendent may remove a student from a school-sponsored activity if it is determined that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the superintendent determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

## **BULLYING**

The CAVIT District is committed to a safe and civil educational environment for all students, employees, volunteers and parents free from harassment, intimidation, and bullying. "Harassment intimidation or bullying" means any intentional written, verbal, or physical act which:

- Physically harms a student or damages the student's property; or
- Has the effect of interfering with a student's education; or
- Creates an intimidating or threatening educational environment; or
- Has the effect of disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

Counseling, corrective discipline and/or referral to law enforcement will be used to change the behavior of the bully and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate

all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

## HAZING

There will be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to CAVIT within twelve (12) calendar months.

Hazing means the intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

Students and others may report hazing to any professional staff member, who must report the incident to the superintendent, in writing, with the details as they have been provided. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff members shall be treated in accordance with statutory requirements and be reported to a law enforcement agency. All students, teachers and administration shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

*IT IS NO DEFENSE TO A VIOLATION OF THIS POLICY IF THE VICTIM CONSENTED OR ACQUIESCED TO HAZING.*

## SEXUAL HARASSMENT

Everyone associated with CAVIT is expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individuals; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is NOT limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Engaging in coercive sexual behavior to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Superintendent.

## **GANG ACTIVITY CORRECTIVE AND DISCIPLINARY ACTIONS**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory (such as permanent markers) or manner of dress or grooming that, by virtue of its color, arrangement, or trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving an initiation, hazing, intimidation, assault or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying or displaying gang paraphernalia and/or exhibited behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.

## **GANG DEFINITION/IDENTIFICATION**

For the purpose of Governing Board policy, a gang is a group of three (3) or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior – often associated with crime or a threat to the community.

For disciplinary purposes, CAVIT will use the State of Arizona's Gang Membership Identification Criteria (GMIC). If an individual meets two of the six criteria, he/she will be considered a gang member.

1. Self-proclamation
2. Witness testimony or official statements
3. Correspondence, written or electronic
4. Paraphernalia, photographs or nicknames
5. Tattoos
6. Clothing and/or colors

## **USE OF PHYSICAL FORCE**

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the student to the extent reasonably necessary and appropriate to maintain order. Reasonableness of use of physical force in self-defense, defense of others, in the defense of the student and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

## **THREAT OF AN EDUCATIONAL INSTITUTION**

A person commits interference with or disruption of an educational institution by doing any of the following:

1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to an educational institution, the property of an educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
3. Knowingly going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
4. Knowingly refusing to obey a lawful order given by school officials.

## **SERVICES WITH STUDENTS WITH DISABILITIES**

Individuals with Disabilities Education Act (IDEA)

Pursuant to ARS 15-763 and ARS 15-754, the local school district in which the student resides is responsible for ensuring that all students, including students attending private schools, within the district's jurisdiction who have suspected disabilities are identified, located, and evaluated. If a parent/guardian would like to make a special education referral, they may contact the administrator or school psychologist on their school's high school campus. Students with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education.

Students with disabilities enrolled in CAVIT Central Programs will be provided instructional supports as outlined in their Individual Education Plan (IEP). Pursuant to ARS 15-763 and ARS 15-764, if a student with a disability requires special education services, such services will be the responsibility of the member (home) district from which the student came. CAVIT staff will work closely with the home district to promote student success in all central programs, including attending IEP meetings at the school or parent's request.

Services for High School Students on a 504 Plan

Students currently in high school who have a 504 Plan should provide CAVIT with a copy of their plan to ensure identified accommodations are provided. CAVIT staff will work closely with the home district to promote student success in all programs.

## **ADMINISTRATIVE GUIDELINES FOR IMPLEMENTATION OF DISCIPLINARY ISSUES**

The following guidelines are established to give some consistency to the handling of disciplinary problems. It should be understood that these are only guidelines and that circumstances may alter the decision made in each incident.

## **DISCIPLINARY PROCEDURES**

*(At the conclusion of the Student Conduct section is a Glossary of Consequences that explains in more detail some of the permissible penalties listed above.)*

## DISCIPLINARY INCIDENTS

Every student in CAVIT has the right to a quality education. Each teacher has the responsibility to teach and each student has the right and responsibility to learn. No student has the right to interfere with this process. Parent notification will be made throughout disciplinary proceedings with a student. This can be in the form of phone calls, referrals being sent to the household, and/or conferences.

## OFF-CAMPUS MISCONDUCT

The Student Disciplinary Code and all penalties may apply to conduct off school grounds that may endanger the health and safety of students within the school setting or substantially interfere with the education process. The CAVIT School District may pursue disciplinary action against students for trespassing violations and acts of vandalism to school facilities and property when occurring during after school hours, weekends, holiday breaks, and summer recess. Restitution will be sought for property damage and loss.

## STUDENT DISCIPLINE CONSEQUENCE TABLE

NOTE: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. The administrator is the highest level of appeal for a suspension of ten days or fewer.

		<b>Consequence</b>	
<b>Infraction</b>	<b>Description</b>	<b>Minimum</b>	<b>Maximum</b>
Absences and/or tardies, more than 10	Refer to pages 10-11 of Student Handbook for definition.	Refer to pages 10-11 of Student Handbook	Refer to pages 10-11 of Student Handbook
*Alcohol (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	10-Day Suspension	Expulsion
*Alcohol (sale or distribution)	The sale or distribution of alcohol as defined above.	10-Day Suspension	Expulsion
**Arson	Damaging a structure or property by knowingly causing a fire or explosion. (ARS 13-1703)	Long-Term Suspension/Restitution	Expulsion/Restitution
*Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (ARS 13-1203)	5-Day Suspension	Expulsion
**Assault (aggravated)	An assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowingly, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (ARS 13-1204)	Long-Term Suspension	Expulsion
**Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	Short-Term Suspension	Expulsion
*Bullying/Cyber Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the use of technology.	5-Day Suspension	Long-Term Suspension

*Burglary (first degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft of any felony. (ARS 13-1508)	Short-Term Suspension	Expulsion
Class Violation	Students are responsible for following all class policies, rules, and procedures as outlined by the teacher.	Informal Conference	Short-Term Suspension
Cheating or Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Loss of Credit for Assignment	5-Day Suspension
**Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Short-Term Suspension	Expulsion
Contract Violation	Failure to comply with the guidelines of an agreed upon contract.	Short-Term Suspension	Long-Term Suspension
*Dangerous Instrument/Device	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.	Short-Term Suspension	Expulsion
*Dangerous Instrument/Device (sale or distribution)	Sale or distribution of the above item.	5-Day Suspension	Expulsion
*Death Threat	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from ARS 13-1202)	Up to 10-Day Suspension depending on due process	Expulsion
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (ARS 13-2904)	5-Day Suspension	Expulsion
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school policy.	Change of clothes	3-Day Suspension
**Drugs (use, possession, under the influence)	Chemical substances, narcotics, prescription medication, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances	10-Day Suspension	Expulsion
*Drugs (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school's policy for such medication. The term "drugs" includes anything that looks like drugs.	5-Day Suspension	Expulsion
*Drugs (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above	10-Day Suspension	Expulsion
Drug Paraphernalia	Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.	Short-Term Suspension	Expulsion
Electronic Devices	Cell phones, pagers, media players or other electronic items, whether operational or non-operational.	Confiscation	3-Day Suspension
*Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.	Notify Parent	Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.	3-Day Suspension	Long-Term Suspension
*Fighting/Mutual Combat	Students shall not fight, push, intimidate or otherwise abuse other students.	5-Day Suspension	Expulsion
**Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	3-Day Suspension	Long-Term Suspension
**Firearm	Students are prohibited from possessing or using fireworks or explosive devices on school property.	3-Day Suspension	Long-Term Suspension

Fireworks	Students are prohibited from possessing or using fireworks or explosive devices on school property.	3-Day Suspension	Long-Term Suspension
Forgery/Falsification	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e. dishonesty or lying).	1-Day Suspension	10-Day Suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Conference	5-Day Suspension
**Gang Activity	Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school.	3-Day Suspension	Long-Term Suspension
Good Neighbor Policy	School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this loitering and smoking/vaping on adjacent property of the school. Violations of conduct by students in this manner may result in disciplinary action. (ARS 13-2905)	Conference	Long-Term Suspension
*Harassment/Hazing/Threat/Intimidation	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying. (ARS 15-2301)	1-Day Suspension	Expulsion
Inappropriate Language/Gestures	The use of profanity or any derogatory language stated publicly.	3-Day Suspension	Long-Term Suspension
Inappropriate Language to Adult	The use of profanity or any derogatory language directed towards a staff member.	3-Day Suspension	Expulsion
Insubordination/Defiance/Non-Compliance	Intentionally resisting or disregarding the authority of district personnel. Failure to comply with the reasonable request of a staff member.	Conference	Long-Term Suspension/Removal from Program
Leaving Campus without Authorization	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the administrator or administrator's designee.	Conference	3-Day Suspension
Loitering	Remaining in a location for no obvious reason.	Conference	3-Day Suspension
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	1-Day Suspension	Long-Term Suspension
*Other School Threat	An incident that cannot be coded in one of the other categories but did involve a school threat.	Conference	Expulsion
Physical Abuse of Staff Member	Students shall not intimidate or physically abuse staff. (ARS 15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (ARS 15-843)	3-Day Suspension	Expulsion
Public Display of Affection	Kissing, hugging, fondling, or touching in public.	Warning	10-Day Suspension
**Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.	5-Day Suspension/Restitution	Expulsion/Restitution
**Robbery (Armed)	Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulate	Long-Term Suspension	Expulsion
**Sexual Abuse	For definition, refer to ARS 13-1404, ARS 13-1405, and ARS 13-1410.	Short-Term Suspension	Expulsion



**Sexual Assault	For definition, refer to ARS 13-1406.	Long-Term Suspension	Expulsion
**Sexual Harassment	Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)	Conference Notify Parents Notify Title IX Coordinator	Expulsion
Sexual Misconduct	The use of verbal, written, electronic or physical actions of any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participate in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling another's underclothing, possession or distribution of pornographic materials.	Conference Notify Parents	Expulsion
Simulated Weapon	An instrument is displayed or represented as a weapon.	Confiscation Notify Parents	Long-Term Suspension
Tardy	Failure to be at a designated location at a specific time.	Verbal Warning by Teacher	Develop student contract and Parent Conference
Technology Misuse/ Computer Tampering	Failure to use hardware, software, electronic devices, web pages, and networks for the intended educational use or in a manner that causes disruption at campus or any district facility. This includes unauthorized access to any computer, computer system, or network.	Conference	Long-Term Suspension  Loss of Technology use
*Theft	Taking property that belongs to another student without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school are not covered by district insurance.	1 Day Suspension	10-Day Suspension/ Restitution
*Tobacco	Refers to smoking tobacco (e.g. cigarettes, cigars), and smokeless tobacco (e.g. dip, chew, snuff, or twist). NOTE: Possession of tobacco products on public school grounds, building, parking lots, playing fields, and vehicles, and at off-campus school sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (ARS 16-798).	3-Day Suspension	10-Day Suspension
Tobacco Paraphernalia	Any apparatus or equipment used, or capable of being used, in consuming tobacco, or represents consumption of tobacco or nicotine. Examples include, but are not limited to, rolling papers, electronic cigarettes (e-cigarettes), matches, and lighters.	3-Day Suspension	10-Day Suspension
*Vaping	Refers to the use of vapor products as defined by ARS 13-3622 to be any device not regulated by the FDA which heats a nicotine solution cartridge. NOTE: Possession of a Vapor Product by a minor is a criminal offense per ARS 13-3622.	3-Day Suspension	10-Day Suspension
Vapor Product	Per ARS 13-3622 any noncombustible tobacco-derived product containing nicotine that employs a mechanical heating element, battery or circuit, regardless of shape or size, that can be used to heat a liquid nicotine solution contained in cartridges. Vapor product does not include any product that is regulated by the United States food and drug administration under Chapter V of the federal food, drug and cosmetic act.	3-Day Suspension	10-Day Suspension
Trespassing	Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (ARS 15-841)	1-Day Suspension	10-Day Suspension

Truancy/Unexcused Absence	The failure of a student to attend his or her scheduled class at the prescribed time and place, or leaving class before the prescribed ending time without authorization.	Conference	3-Day Suspension
*Vandalism/ Destruction of School Property	Willful destruction or defacement of school or personal property.	3-Day Suspension	Expulsion/ Restitution
Vehicle Violation	Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.	Revocation of Parking Privileges	10-Day Suspension
**Weapons	Any item that may cause harm to another person, including but not limited to, a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife of any size, iron bar, brass knuckles, chains, billy clubs, Chinese starts, or any incendiary devices. (ARS 13-3102)	Long-Term Suspension	Expulsion
**Weapons (sale or distribution)	Sale of the above weapons.	Long-Term Suspension	Expulsion

Per Arizona Safe Regulations:

- A single asterisk (\*) indicates the violation must be reported to the Department of Education.
- A double asterisk (\*\*) indicates the violation must be reported to law enforcement and the Department of Education.

#### PARENT LIABILITY

Under Arizona law, upon complaint of the Governing Board, the parents of minors who cut, deface, or otherwise any school property shall be liable for all damages caused by their children. (ARS 15-842)

## STUDENT DUE PROCESS-SUSPENSION/EXPULSION DISCIPLINARY RECORD KEEPING

1. Discipline-Discipline is administered to the Superintendent/designee, the faculty and the staff.
2. Referral-Students will be referred to the Superintendent/designee for violations outlined in the foregoing sections "Discipline Guidelines" and when their disruptive behavior interrupts the educational process.
3. Due Process-Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:
  - must be informed of accusations against them;
  - must have the opportunity to accept or deny the accusations;
  - must have explained to them the factual basis for the accusations; and
  - must have chance to present an alternative factual position if the accusation is denied.
4. Short Term Suspension-If the superintendent or designee decides that the alleged misconduct warrants a consequence of a suspension for ten (10) days or less, the superintendent/designee shall give the student an informal hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the superintendent/designee, his or her defense or position concerning the alleged violation. After the termination of the hearing, the superintendent/designee, upon the basis of all facts and information learned, shall determine the guilt or innocence of the student. If the student is found to be guilty, a consequence or suspension may be imposed for a period of time not to exceed ten (10) days. If a suspension is imposed, the superintendent/designee imposing the suspension shall keep a record of the aforesaid proceedings. There is no appeal process for a short-term suspension of 10 days or less. However,

a parent may request a campus administrative review of the campus procedures that resulted in discipline. After the administration's review is complete, the superintendent's/designee's decision is final.

5. Long Term Suspension-If the Superintendent/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be suspension in excess of ten (10) days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of ten (10) days or an expulsion. When a student is charged by the superintendent/designee, the parent(s) or guardian of the student shall be informed within a reasonable time by telephone or letter of the charges against the student. The suspension shall be in accord with pertinent Arizona Revised Statutes. The ability to make up work for credit during long term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent(s) in writing.

If a long-term suspension is scheduled, the District will send by certified mail, or deliver, or cause to be mailed or delivered, notice of the hearing to the student's parent(s) at least five (5) working days prior to the hearing. The notice shall contain:

- The time, date and place of the hearing.
- The name of the hearing officer.
- A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
- A copy of Policy JKD and A.R.S. 15-840 through 15-844.
- A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or his parent(s) will have an attorney present.

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. In the event the District is unable to contact the parents or guardians after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent(s) within five (5) days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
- Inform the parent(s)/guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

6. Suspension Due to Clear and Present Danger-If in the best judgment of the superintendent/designee after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the superintendent or designee may suspend the student from the school pending a hearing and disposition of the case.

7. Long Term Suspension Appeal-If the hearing officer recommends a long-term suspension, the Governing Board will be informed, in writing, of that decision. Parent(s)/legal guardians may appeal the decision for long term suspension based on one of the following reasons:

- There was substantial non-compliance with policy JKD.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

To appeal the decision of the hearing officer, parents must deliver a letter to the superintendent within five (5) working days after receiving notice of the decision of a long-term suspension. The letter must describe in detail all objections to the hearing or the decisions rendered at the hearing. The Governing Board will review written material forwarded to them by the hearing officer and the parent's/legal guardian's letter of appeal. If the board feels more information is necessary, they will conduct another hearing. No new evidence can be admitted at the appeal hearing. The Governing Board will review the material in executive session. Unless requested in writing by the parents, the executive session will be closed. Upon review of the written material in executive session, the Governing Board may uphold, modify, or rescind the hearing officer's decision.

8. Expulsion-The hearing officer may recommend that a student be expelled from the school district. That recommendation will be forwarded to the Governing Board, who will act upon it. Parent(s)/legal guardian(s) may appeal the recommendation for expulsion based on one of the following reasons:

- There was substantial non-compliance with policy JKD.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The decision imposed by the hearing officer was unreasonable considering the circumstances present.

The Governing Board will consider a hearing if there is an appeal of the hearing officer's recommendation for expulsion from the parent. The Governing Board will review the written material from the hearing officer and the parents and will hear testimony from the hearing officer, the school officials, and the student's family. No new evidence can be admitted at the appeal hearing.

The Governing Board will conduct the hearing in executive session. Unless requested in writing by the parent(s)/guardian(s), the executive session will be closed. If the parent(s)/legal guardian(s) disagree that the hearing, held by the board, should be held in executive session, it shall be held in an open meeting unless:

- If only one student is subject to the proposed action and disagreement exists between that student's parent(s)/legal guardian(s), then the board, after consultation with the student's parent(s)/legal guardian(s), shall decide in executive session whether the hearing will be in executive session.
- If more than one student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parent(s)/legal guardian(s) and legal counsel from attending any executive session pertaining to the proposed disciplinary action or from having access to the minutes and testimony of such executive session or from recording such a session at the parent's/legal guardian's expense.

9. Readmission-When a student is expelled, the student's parent(s)/legal guardian(s) may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

10. Student Disciplinary Record Keeping-Each superintendent or designee shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary actions shall be retained for at least four (4) years after program completion or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but are not limited to, suspension and referral of cases to police and juvenile authorities.

The accounting for pupils' subject to disciplinary action shall contain an entry of:

- Pupil's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to affect an adjustment, including the specialized help secured before referral, i.e. conferences with parent(s)/legal guardian(s), conference with superintendent, conferences with other school personnel, referrals to department of pupil, personnel services, etc.
- Final disposition of the case.
- Name of the person(s) imposing the action or actions.
- Statement of clarification by student or parent(s)/legal guardian(s) if either wishes.

11. Superintendent/Designee Review-In case of a suspension which is for ten (10) days or less, and there has been no recommendation for long term suspension, the student/parent may request, in writing, a review of the situation/discipline. Once the superintendent/designee reviews the stated concern(s), the superintendent/designee shall notify the student/parent of the final determination.